

# EMERGENCY AND EVACUATION PROCEDURES POLICY

January 2020

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168	Education and Care Services must have policies and procedures

## Purpose

Gidgillys EECC has a duty of care to maintain the safety and wellbeing of each child, educator, and all using or visiting the Service during an emergency or evacuation situation.

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to the Service's premises.

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the service is paramount.

## Risk assessment for potential emergencies:

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service.

The Emergency Management Folder is kept in the service office and contains:

- Detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.
- Detailed, specific procedures to follow in the event of any emergency or evacuation including:
  - Natural disaster
  - Fire or smoke
  - Bomb threat
  - Snake or other potentially dangerous animal
  - Act of terrorism
  - Chemical or hazardous leaks and spills
  - Loss of power or water
  - Intruders
  - Outbreak of infectious disease or illness
  - Death of a child or adult

- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service (**National Regulation 97(4)**).
- Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification, anaphylaxis management training and emergency asthma management training will be immediately available in the event of an emergency (**National Regulation 136**).
- Emergency telephone numbers are clearly displayed above every telephone.

### Discovering an Emergency

- Educators who discover an emergency are required to alert the whole service and immediately take necessary action. Three sharp whistle blows throughout the centre
- After immediate assessment, will then call (LOCKDOWN) (*Gidgillys code word will be used, this is not documented for security purposes*) or EVACUATION depending on the type of emergency

### Evacuation Drills and Emergency Evacuation

- Evacuation drills are carried out every three months without notice, at different times of the day (**National Regulation 97(3)(a)**).
- Each drill is documented to include the date, time, how many people in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, which staff and children were absent on the day of the drill and any additional notes. This documentation is kept for a minimum of three years (**National Regulation 97(3)(b)**).
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.
- There is at least one or more large emergency cot that is to be used for any children not walking during evacuations. This cot is to be checked regularly and maintained in a sturdy condition to ensure its safety at all times.
- Emergency whistles are provided in designated areas throughout the service whistles are only to be used for evacuation purposes.
- After reflection, notes on any areas that need improving or revising are to be documented in the *Emergency Evacuation Rehearsal Record*. Educators will discuss and implement strategies to make continuous improvement to procedures which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan.

### After the Emergency is over

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, walk back to the service following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.
- Consider counselling services for anyone affected by the emergency.
- Schedule the next emergency drill on a day that will ensure the children and staff who were absent will be able to participate in emergency practices.
- Document everything that happened good and or bad.

## Responsibilities for the Approved Provider

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations and conduct a risk assessment of the whole service (**National Regulation 97(2)**).
- Ensure the following documents are attached to this policy:
  - risk assessment - reviewed at least on an annual basis
  - emergency and evacuation procedures
  - emergency evacuation floor plan
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.
- Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.
- Ensure that emergency equipment is tested as recommended by recognised authorities.
- Ensure that educators/staff/children/volunteers present at the service are rehearsing emergency and evacuation procedures every 3 months and documented (**National Regulation 97(3)(a)**).
- Ensure all fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the service will be inspected and tested at yearly intervals by an authorised company as per the Australian Safety Standard AS 1851: *Maintenance of Fire Protection Systems and Equipment*.
- Extinguishers will be emptied, pressure tested, and refilled every five years.
- All tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit. Certificates to verify testing will be filed.

## Responsibilities for the Nominated Supervisor

- Implement duties as listed above and directed by the Approved Provider.
- Contact local fire department to review emergency evacuation plans and procedures.
- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these (**National Regulation 97(4)**).
- Ensure that all staff are trained in the emergency evacuation procedures.
- Ensure that all staff are aware of emergency evacuation points.
- Ensure that families are regularly reminded of the emergency procedures in place at the service.
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures.
- Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events.
- Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.
- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.
- Ensure all staff are provided with feedback forms after each evacuation.

- Ensure all emergency contact lists are updated as required.
- Our Service will maintain an up-to-date register of emergency telephone numbers. A copy of the current list will always be available in the emergency evacuation bag.
- Emergency telephone numbers will be displayed prominently throughout the Service in the kitchen, office, staff room and each classroom.
- In the event of limited Educators (e.g. early morning or late afternoon), staff members are to work together to perform the duties as per the evacuation plan (the roster should support one Certified Supervisor being on the premises at all times to take responsibility and delegate duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes (WHS).

## **Responsibilities for the Educators**

- Ensure the sign-in accurately records attendance of each child.
- Sign yourself in/out on the staff attendance record.
- Display the emergency procedure plan for your room near the exit to the room
- Practice the external procedure by different exits.
- Practice the internal procedure.
- Familiarise yourself with evacuation procedures in each area of the service.
- Familiarise relievers, students and visitors with the procedure at the beginning of the shift.
- Ensure all items in emergency bags are present as part of your monthly maintenance checklist.
- Do head counts regularly of children in your care throughout the day.
- Provide children with learning opportunities about emergency evacuation procedures.
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- Assist the Nominated Supervisor in identifying risks and potential emergency situations.
- Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations.
- Be aware of the placement of operating communications equipment and emergency equipment and are confident in their ability to operate them.

## **Responsibilities for the Families**

- Familiarise themselves with the service's emergency and evacuation policy and procedures and the service's Emergency Management Plan.
- Ensure you complete the attendance record on delivery and collection of their child.
- Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date.
- Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

## **Related Statutory Obligations & Considerations**

### **Australian Children's Education and Care Quality Authority (ACECQA)**

<http://www.acecqa.gov.au/>

### **Children (Education and Care Services) National Law (NSW)**

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

## Department of Education

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

## Early Years Learning Framework (EYLF)

[http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

## Education and Care Services National Regulations 2011

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

## National Quality Framework (NQF)

<http://acecqa.gov.au/national-quality-framework/>

## Related Telephone Numbers

- Early Childhood Education and Care Directorate - 1800 619 113
- ACECQA - 1300 422 327
- Department of Health - 1800 020 103
- Emergency Services - 000
- National Security Hotline - 1800 123 400

## Amendment History

Date	Amendment	Notes of Amendment
12/7/2018	Policy Created	-
8/7/2019	Reviewed & Additions made	- Three sharp blows of the whistle & code word added
30 <sup>th</sup> January 2020	Reviewed & Additions made	- Evacuation procedure added to end of policy - Additional Information Added - Grammatic Errors Fixed - NQS & Regulations Added - Formatting

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date:	31 <sup>st</sup> January 2020
Version:	003
Last Amended By:	Natalie Payne
Next Review:	July 2020
Position:	Educational Leader

## PROCEDURE:

1. The Director or Certified Supervisor on the premises will call out which designated area to evacuate to depending on the situation between whistle blasts.
2. The Director or Certified Supervisor on premises will call the emergency services required on 000, telling the operator what service we require and seek advice on Information to be provided is

**GIDGILLYS EARLY EDUCATION AND CARE CENTRE  
6 POLEY COW LANE – RIGHT FROM BARRY WAY  
BEHIND SNOWMY MOUNTAINS GRAMMAR  
GIVE DETAILS OF PROBLEM EG: FIRE, BOMB THREAT etc.**

3. Each room leader (or person delegated) will collect sign in and out sheets and with the assistance of all other educators will evacuate the children as quickly as is safe to do so to the designated safe area.
4. All educators will be responsible for checking each area (storerooms, cupboards, kitchen, toilets etc. where possible) when exiting each area. Educators will ensure that doors, windows etc. are closed **if possible** as they leave each area.
5. The Director, Certified Supervisor or person delegated will collect the emergency evacuation pack and will check all rooms and outside area **ONLY IF IT IS SAFE TO DO SO**
6. The educators will take a roll call (of children), Director or Certified Supervisor will take roll call (of staff and visitors) when they arrive at the safe area. In the event that a person/s is missing, the Director or Certified Supervisor will immediately determine whether it is possible to re-enter the building.
7. The Licensee and/or Director, on advice from appropriate authorities will determine when the building is safe to re-enter.
8. The finder, with help from the Director or Certified Supervisor will be responsible for giving any details required to the emergency services.
9. **NEVER:**
  - a) Enter a smoke filled room
  - b) Enter a room where the door is warm to touch
  - c) Turn your back on a fire
  - d) Gather up personal belongings
  - e) Attempt to fight a fire unless it is safe to do so
  - f) Run, push or attempt to overtake others during an evacuation
  - g) Re-enter the building until advised it is safe to do so
  - h) Endanger your lives or the lives of others
10. **REMEMBER:**
  - a) If a person's clothing is a light, STOP, DROP and ROLL
  - b) In the event of smoke inside the building, GET DOWN LOW AND GO, GO, GO
  - c) Any attempts to fight a fire should only be made if it is safe to do so (that is, you are between the fire and an exit point) should commence only after the alarm has been raised and the evacuation has begun
11. The health, safety and wellbeing of the children and the educators will be at the forefront of all decisions made.
12. Emergency evacuation drills and emergency lock down drills will be conducted at least three monthly and this will be documented on the Fire Drill Record Slip. The purpose and importance of an evacuation drill will be discussed with the children.
13. In the event of an emergency the children will be evacuated to the car park or undercover shelters in Snowy Mountains Grammar School.
14. The Director or Certified Supervisor will call the Licensee at their earliest convenience about the situation.